How to Register for Classes

Priority Registration for classes – and professors, too!

Getting the classes you need at your preferred time & place sets the groundwork for a successful semester. To further build on that foundation, identify **compatible professors** who teach to your strengths! Read reviews of professors at ratemypfprofessors.com. Their contact info can be found at COS Contact Page.

Plan Your Schedule

Student Ed Plan (SEP) **You made a plan, now it's time to use it!**

1. Go to www.cos.edu > click on MyGiant (top right).
2. Enter your User ID (everything before the "@giant.cos.edu") and Password.
➢ Don't know your password? Don't worry! Click on "Forgot Password" then follow the on-screen prompts.
3. From the MyGiant Portal, click on SEP > Select your most recent plan (marked "Yes" for Active).
4. You'll see which classes you planned with your counselor for the upcoming semester.

Identify the Course Record Number (CRN) of each planned class on your SEP: this is the part where you get

to **choose which days, times, places, and professors best match your priorities!**

1. Go to www.cos.edu > click on Class Search (center).
2. First, click to highlight the correct semester (top), then click "Select Term."
3. Choose the course Subject (i.e. POLS Political Science) from the dropdown menu > click Search.
4. Find the specific class listed on your SEP (i.e. POLS Political Science 012 – Intro to Political Science); there may be several OPEN sections available.
5. Compare each Meeting Time, Location, and Instructor; set yourself up for Success by choosing wisely!
6. Copy down that five-digit CRN number (note days & times, too). You'll need these details to Register.
7. Repeat this process for all classes on your SEP for the semester.
➢ Be sure that class times do not overlap – you can't be in two places at once!
➢ Not a morning person? Steer clear of those 8am, in-person sessions… Take the Bus? Double check routes.
   ✓ **Remember to give yourself plenty of time for transitions, meals, & self-care - it's important!**

Register for Classes

1. From your MyGiant Portal, click on BannerWeb
2. Select the Student Services tab (2nd from left) then Click on Registration > Add or Drop Classes.
3. Select a term (the semester you're enrolling in), then click Submit.
4. Scroll down to "Add Classes Worksheet" and type in those CRN numbers you copied earlier (one per box).
5. Click Submit Changes (Want to get on a wait list? Select "Wait List" from the "Action" drop-down menu).

Need help? Email/call/text or come to the back of the Library (Lodgepole building, Visalia).

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